

FILE

DD/S 69-1968

29 APR 1969

MEMORANDUM FOR: Director of Personnel

SUBJECT : Annual Promotion of Supergrades and  
Scientific Pay Scale Personnel

1. I have considered the discussion at the 9 April 1969 Deputies' meeting regarding the annual promotion of supergrades and Scientific Pay Scale personnel. It appears to me there would be a definite advantage in having such annual review and action at a time during the year when we can be fairly certain of most of the anticipated personnel losses by retirement or resignation during the remainder of the current fiscal year. This would allow maximum utilization of anticipated ceiling. For this reason I would prefer that the review and action take place in late winter or early spring. Perhaps late February or early March for the review and competitive evaluation in the Directorates with presentation of recommendations to the Director by the end of March would be practical timing.

2. I am in favor of the proposed procedural change whereby the Directorates prepare the standard form memorandum to the Director for submission through the Director of Personnel. The Director of Personnel might then make one statement regarding the checks with Medical, Security, and the IG staff. In the event of a positive response from any of these staffs, individual case presentations could be made.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

EO-DD/S:VRT:es (28 Apr 69)

Distribution:

Orig & 1 - Adse

1 - DD/S Subject w/background (draft standarization of promotion procedures)

1 - DD/S Chrono

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### OFFICIAL ROUTING SLIP

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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

#### Remarks:

I understand that there are some questions relative to the policy of the once-a-year promotions bit. However, regardless of this I would like to see the format standardized to expedite processing of supergrade promotions in the future.

If you have any questions, let me know.

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PROCEDURES FOR SUPERGRADE AND SCIENTIFIC PAY SCALE  
PROMOTIONS

1. Timing

- a. Date for submission to Director of Central Intelligence.
- b. Date for submission to Director of Personnel.

2. Notification of Selection

a. Deputy Directors and Heads of Independent Offices will furnish a list of proposed promotees to the Director of Personnel as soon as selections are made. This notification will precede formal written requests. (This is necessary in order to permit expeditious handling of necessary clearances).

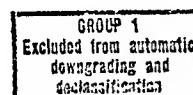
3. Formats and Procedures

a. Deputy Directors and Heads of Independent Offices will prepare written recommendations for promotion to the GS-16 or above rank for each individual. Memoranda will be addressed to the Director of Central Intelligence and forwarded through the Director of Personnel. (See sample for information required). Memoranda should be accompanied by Forms 1152 and Official Personnel Folders.

b. The Director of Personnel will review recommendations and concur or non-concur.

c. The Director of Personnel will prepare statistical summaries on SG/SPS ceiling incumbencies and forward to the DCI.

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MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Recommendation for Promotion of Mr. \_\_\_\_\_  
to Grade GS(SPS) \_\_\_\_\_

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph \_\_\_\_\_.

2. The \_\_\_\_\_ Career Service Board has recommended the promotion of Mr. \_\_\_\_\_ to GS(SPS) \_\_\_\_\_ and I concur in this recommendation. Mr. \_\_\_\_\_ is presently serving as \_\_\_\_\_, a position which has been approved at the \_\_\_\_\_ level. (If it is a FRA assignment or promotion above the grade of the position, explanation should be provided).

3. A biographic profile for Mr. \_\_\_\_\_ is attached. (This should be current profile with last two current Fitness Reports). This paragraph should contain the following information:

- a. Age
- b. Educational background
- c. Military service, if any
- d. Pre-CIA work experience
- e. EOD date, grade, initial assignment
- f. CIA work history
- g. QSI or Honor Awards, if any
- h. CIA-sponsored training at senior schools, i.e., Army War College, National War College, Harvard
- i. Date promoted to current grade
- j. Job performance (Fitness Report ratings)
- k. Justification for requesting present promotion

4. It is recommended that you approve the promotion of Mr. \_\_\_\_\_ to grade \_\_\_\_\_.

Deputy Director  
or  
Head of Independent Office

Att

Subject: Recommendation for Promotion of Mr. \_\_\_\_\_ to  
Grade GS(SPS) \_\_\_\_\_

Concur:

\_\_\_\_\_  
Robert S. Wattles  
Director of Personnel

\_\_\_\_\_  
Date

The recommendation in paragraph \_\_\_\_\_ is approved.

\_\_\_\_\_  
Richard Helms  
Director of Central Intelligence

\_\_\_\_\_  
Date

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